

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Principal Planner (Corrections)	CLASSIFICATION CODE: 02708400
	SALARY RANGE: 131A \$50318-56973	REFERENCE POSITION NO.: 136013300-502
	Department or Agency Name Corrections	APPLICATION PERIOD: 10-3-05 to 10-9-05
	Division/Section/Unit Admin/ Planning & Research	three day grace 10-12-05
	Assignment(s) / Comments	
	Shift and Days: M-F 8:30am - 4:00pm (Non-Stand)	Job Location: Cranston / Pinel Building
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement	Yes _____ No X
	Name of Bargaining Unit Union: None	
	There is * _____ is not X a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICAN:	
	If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISION:	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
To perform complex criminal justice and corrections planning functions; to facilitate the development of standard operating procedures, quality control mechanisms and written manuals; to assist in the coordination of policy and procedures training; to facilitate the implementation of risk/needs assessment tools; to perform periodic audits and evaluations to ensure both policy compliance and standard application of departmental procedures; to assist in program development, enhancement and program evaluation design of both new and existing programs; to review, monitor and evaluate data systems; to prepare RFP's and grant applications as required; to conduct target population analyses, research and statistical analyses of correctional data to do related work as required.		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Graduation from a recognized college with at Master's Degree in Criminal Justice, Public Administration or closely related field; and	
	Experience: Employment involving the performance of responsible professional planning work in the field of criminal justice or corrections planning,	
	OR , any combination of the above education and experience.	
	EXPERIENCE WITH DATABASE & STATISTICAL SOFTWARE PROGRAMS PREFERRED	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Jane M. Ryan	Telephone #: (401)462-5119
	Office of Human Resources	Fax #: (401)462-2685
	39 Howard Ave.	TTY/TDD #: (401)462-5180
	Cranston, R.I. 02920	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER